



GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

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May 1, 2008

To: HIGH TECHNOLOGY THEFT APPREHENSION AND PROSECUTION PROGRAM
(HTTAP) HIGH TECHNOLOGY TASK FORCE PROJECT DIRECTORS

Subject: HTTAP Request for Application (RFA) – Fiscal Year 2008/09

The Governor's Office of Emergency Services is pleased to announce the release of the High Technology Theft Apprehension and Prosecution (HTTAP) Program Request for Application. This funding opportunity is available to currently funded California High Technology Task Forces including the Los Angeles County Sheriff's Department; Marin County Office of the District Attorney; Sacramento County Sheriff's Department; San Diego County Office of the District Attorney; and Santa Clara County Office of the District Attorney.

It is anticipated that five regional High Technology Task Forces will be allocated \$1,752,894 each, for the 12-month grant period July 1, 2008 through June 30, 2009. All projects are required to include a 25 percent match on funds allocated (\$438,224), for a total project budget of \$2,191,118. Continuation of funding is contingent upon the passage of the State Budget Act, successful project performance and compliance of the grant award agreement.

Please note the deadline for submission of HTTAP Program applications is **Monday, June 2, 2008**. All proposals must be **postmarked by Monday, June 2, 2008, or hand delivered to this office by 5:00 p.m. on the same day to:**

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: HTTAP RFA – Crime Suppression Section

If you have questions or need assistance regarding this program or the RFA, please contact Ann Saldubehere, Program Specialist, Crime Suppression Section, at 916-324-9225.

Sincerely,

A handwritten signature in black ink, appearing to read "Stacy Mason-Vegna".

STACY MASON-VEGNA, Chief
Crime Suppression Section

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**HIGH TECHNOLOGY THEFT APPREHENSION AND PROSECUTION PROGRAM (HTTAP)
CALIFORNIA HIGH TECHNOLOGY CRIMES TASK FORCE**

REQUEST FOR APPLICATION

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III. **FORMS** - Click (FORMS) to get the required forms listed below, ***or*** go to www.oes.ca.gov and select *Recipient Handbook, Appendices, and Forms*, ***or*** paste the following link into your browser:
www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#)

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[BUDGET FORMS \(Excel spreadsheet format\) –](#)

Personal Services – Salaries/Employee Benefits

Operating Expenses

Equipment

[BUDGET FORMS \(Excel spreadsheet format\) With 25% Match](#)

Personal Services – Salaries/Employee Benefits

Operating Expenses

Equipment

[PROJECT SUMMARY](#)

[PROJECT SERVICE AREA](#)

[SAMPLE OPERATIONAL AGREEMENT](#)

[NONCOMPETITIVE BID REQUEST CHECKLIST \(if applicable\)](#)

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[COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES \(if applicable\)](#)

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**HIGH TECHNOLOGY THEFT APPREHENSION AND PROSECUTION PROGRAM
CALIFORNIA HIGH TECHNOLOGY CRIMES TASK FORCE**

REQUEST FOR APPLICATION

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "Recipient Handbooks."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Ann Saldubehere, Program Specialist
Telephone: (916) 324-9225
Fax: (916) 323-1756
Email: ann.saldubehere@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Monday, June 2, 2008** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: HTTAP – Crime Suppression Section

2. Hand delivered by **5:00 p.m. on Monday, June 2, 2008** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: HTTAP – Crime Suppression Section

D. ELIGIBILITY

The following previously funded five administering agencies of the High Technology Theft Apprehension and Prosecution Program (California High Technology Crimes Task Force) are eligible to submit an application to receive continuous funding for fiscal year 2008/09 from the High Technology Theft Apprehension and Prosecution Program (HTTAP), Governor's Office of Emergency Services:

- **Los Angeles County**, Sheriff's Department on behalf of the Southern California High Technology Crimes Task Force (SCHTTF).
- **Marin County**, Office of the District Attorney on behalf of the Northern California Computer Crimes Task Force (NC3TF).
- **Sacramento County**, Sheriff's Department on behalf of the Sacramento Valley High Technology Task Force (Sac Valley Hi-Tech Task Force).
- **San Diego County**, Office of the District Attorney on the behalf of the Computer and Technology Crime High-Tech Response Team (CATCH).
- **Santa Clara County**, Office of the District Attorney on behalf of the Rapid Enforcement Allied Computer Team (REACT).

Each regional task force that has been awarded funds authorized under the HTTAP Program during the previous grant-funding cycle, upon reapplication for funds to the High Technology Crime Advisory Committee in each successive year, shall submit detailed accounting with defining criteria to include, but not limited to the following outlined items:

- The funds received and expended in the prior year.
- The use, to which those funds were put, including payment of salaries and expenses, purchases of equipment and supplies, and other expenditures by type.
- The number of high technology crime cases filed in the prior year.
- The number of high technology crime cases investigated in the prior year.
- The number of arrests and convictions that were a result of the HTTAP funds.
- The number of victims involved in the cases filed.
- The total aggregate monetary loss suffered by the victims, including individuals, associations, institutions, or corporations, as a result of the high technology crime cases filed, and those under active investigation by that task force.

In order to qualify for funds, a regional task force shall be comprised of local law enforcement and prosecutors from at least two counties. At the time of funding, the proposed task force shall also have at least one investigator assigned to it from a state law enforcement agency. Each task force shall be directed by a local steering committee composed of representatives of participating agencies and members of the local high technology industry.

E. FUNDS

The funding cycle for this award will be for 12 months starting on July 1, 2008 and ending June 30, 2009. OES anticipates that a total of \$1,752,894 will be available for this 12 month grant award period.

Funding for the High Technology Theft Apprehension and Prosecution Program, High Technology Task Force Projects is derived from state general funds, transferred to the High Technology Theft Apprehension and Prosecution Program Trust Fund.

There is a 25% cash or in-kind match for this program based on funds allocated to the project. Please refer to the *2008 Recipient Handbook*¹ §6500 for further match information.

F. PROGRAM INFORMATION

Funds provided under this program are intended to ensure that local law enforcement and district attorneys are equipped with the necessary personnel and equipment to successfully combat and prosecute high technology crime. High technology crimes are those crimes in which technology is used as an instrument in committing, or assisting in the commission of a crime, or which is the target of a criminal act.

To ensure program continuity and effectiveness, each regional task force should work toward identifying systemic high technology crime patterns to gather and analyze information to determine the key individuals responsible for high technology crime. Whenever feasible, task forces should build and prosecute cases in coordination with other regional task forces, state, and federal agencies. To the extent possible, each of the regional task force operations will seek the involvement of state and federal law enforcement agencies. These may include but are not limited to the California Department of Justice, California Highway Patrol, Department of Motor Vehicles, California Department of Consumer Affairs, Federal Bureau of Investigation, Secret Service, Internal Revenue Service, U.S. Customs, U.S. Postal Service, and the Immigration and Naturalization Service.

1. State Mandated Program Requirements:

In order to qualify for the receipt of funds, an application submitted by the district attorney, county sheriff, or chief of police from each regional task force shall address the following requirements:

- a. The submitted application shall set forth, in detail, a proposed use of the funds.
- b. The regional task force shall be devoted to the investigation and prosecution of high technology-related crimes as defined by Penal Code §13848.
- c. The regional task force shall be comprised of law enforcement and prosecutors from at least two counties and also have a minimum of one state law enforcement investigator. The task force will be supervised, at a minimum, by a Sergeant or equivalent level supervisory staff.
- d. The regional task force shall have been in existence for at least one year prior to the RFA application date.
- e. Each regional task force shall receive advice, recommendations, and strategic input from the local steering committee established by the task force and composed of

representatives of participating agencies, members of the local high technology industry, and other interested parties.

- f. Task forces that have been awarded funds authorized under the HTTAP Program during the previous grant-funding cycle shall include in the reapplication a narrative which details accounting of funds received and expended in the prior grant period. At a minimum, the accounting information from the previous cycle shall include:
 - 1) The amount of funds received and expended.
 - 2) The use to which those funds were expended, including payment of salaries and benefits, purchase of equipment and supplies, and other expenditures by type.
 - 3) The number of filed complaints, investigations, arrests, and convictions that resulted from expenditure of the funds.
- g. In accordance with California Penal Code §13848.4(c), the CSII/CAL DOJ JRIES has been developed and deployed for use by grantees of the HTTAP Program. All HTTAP funded grantees will input intelligence information into the statewide database to aid in developing and distributing high technology intelligence information to participating agencies. Information will be entered into the statewide database on an ongoing basis.
- h. Each regional task force will provide end-user representatives with sufficient working knowledge and authority to attend and participate in the High Technology Crime Intelligence Ad Hoc Database Sub-committee meetings and High Technology Crime Advisory Committee meetings on an as-needed basis.

2. Administrative Requirements:

a. *2008 Recipient Handbook*

The *2008 Recipient Handbook* contains administrative information and requirements necessary to implement the project. Projects must administer grants in accordance with the *2008 Recipient Handbook* requirements in effect at the time of grant award agreement. Failure to comply with these requirements can result in the withholding or termination of the grant award. The most current edition of the *2008 Recipient Handbook* can be located at www.oes.ca.gov.

b. Memorandums of Understanding and Operational Agreements.

PLEASE SUBMIT A SAMPLE OA OR MOU FOR THE PERIOD 2007 TO 2010 AND A LIST OF ALL ENTITIES WITH WHOM YOU HAVE ENTERED INTO AN OA OR MOU DURING THAT PERIOD. ALL FULLY SIGNED AND DATED OAs OR MOUs MUST BE PRODUCIBLE UPON REQUEST BY AN OES REPRESENTATIVE, E.G., DURING A SITE VISIT AND/OR MONITORING.

Due to the nature of multi-jurisdictional task forces, memorandums of understandings (MOUs) or operational agreements (OA's) are required. MOUs/OAs must be dated and contain the original signatures, titles and agency names, and contact information for both parties. They must demonstrate a formal system of networking and coordination with other agencies and the project. Once the applicant is in grant award agreement, the addition or deletion of an agency from a task force alters the

organization and activities of a task force as a whole and requires a modification to the grant award agreement. The grantee must submit a Grant Award Modification Form 223, and attach the MOU/OA or documents that support the dissolution of the previously entered MOU/OA, and amended project narrative or an addendum to the project narrative. If the new agency will have operating or equipment expenses attributed to it, or if the removed agency had operating or equipment expenses attributed to it, an updated budget narrative and updated budget pages must also be submitted.

Once the applicant is in grant award agreement, the addition or deletion of an agency from an identity theft unit alters the organization and activities of an identity theft unit as a whole and requires a modification to the grant award agreement. The grantee must submit a Grant Award Modification Form 223, and attach the MOU/OA or documents that support the dissolution of the previously entered MOU/OA, and amended project narrative or an addendum to the project narrative. If the new agency will have operating or equipment expenses attributed to it, or if the removed agency had operating or equipment expenses attributed to it, an updated budget narrative and updated budget pages must also be submitted.

c. Progress Reports and Data Collection.

Funded projects are required to participate in data collection and to submit reports required by the program. A 90-day status report detailing the activities during the implementation period is required for any projects in which this is the first year of grant funding under the HTTAP Program. The 90-day status report is waived for all projects that have previously received HTTAP funding and are continuing their project. Additionally, all projects will submit a six-month progress report covering the first six months, and a final progress report, which covers the entire 12-month period. Progress reports are due 30 days after the end of each reporting period.

d. Asset Seizure and Forfeiture Reporting

Projects receiving any grant-related funds are required to report project income. All projects will submit a Project Income Report on a quarterly schedule **only when** income was obtained within the reporting period. Project income is defined as any income resulting from grant-related activities, and may be utilized to meet the grant match requirements. Asset forfeiture is included as project income, which could occur under the authorization of Penal Code §502.01. When a court case involving an asset seizure is completed, the forfeitures will be reported quarterly on the Project Income Reporting Transmittal (Form 234) as project income. Only the portion of funds forfeited and directly returned to the project will be reported on the Project Income Reporting Transmittal Form. Forfeitures do not become part of the award amount, but they can be documented as part of the project's match.

According to guidelines, asset forfeiture funds are only to be expended in the following order:

- 1) Furtherance of the project activity;
- 2) Any criminal justice activity; or
- 3) Returned to OES.

OES leaves this decision at the local level; however, additional justification must be provided if selecting other than the first priority.

Note: All forfeitures must also be reported in Progress Reports.

FORFEITED ASSETS THAT BECOME PROJECT INCOME WILL NOT BE DEDUCTED FROM THE ORIGINAL GRANT AWARD AMOUNT.

e. Funding Authorization

At the time of funding, each regional task force is required to obtain written authorization from the city council/governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand.

f. Property Accountability

At a minimum, accountability, maintenance, loss/replacement, and transfer of equipment purchased through grant funds will be as outlined in §2350-2380 of the *2006 Recipient Handbook*. Implementing agencies should address the disposition of equipment in MOUs/OAs if equipment is purchased jointly.

g. Confidential Funds

Confidential fund expenditures are costs that will be incurred by law enforcement agencies using project personnel working in an undercover or other investigative capacity. It may include the purchase of information, physical evidence (e.g., stolen high technology hardware or counterfeit software), or services. Confidential fund expenditures are only allowable for projects to state or local law enforcement agencies. All confidential funds must be expended within the award period or reallocated via a modification request prior to conclusion of the award period.

Confidential funds are those monies allocated to the purchase of services (P/S), purchase of evidence (P/E), and purchase of specific information (P/I). These funds should only be allocated when:

- 1) The particular merits of a program/investigation warrant the expenditure of these funds.
- 2) Requesting agencies are unable to obtain these funds from other sources.

Confidential funds are subject to prior approval. Such approval will be based on a finding that they are a reasonable and necessary element of project operations. In this regard, the approving agency must also ensure that the controls over disbursement of confidential funds are adequate to safeguard against the misuse of such funds.

Confidential Funds Certification - A signed certification that the project director has read, understands, and agrees to abide by these provisions is required from all projects that are involved with confidential funds. The signed certification must be submitted at the time of the grant application.

h. Source Documents

Applicants are reminded that source documentation must be maintained for 3 years from the conclusion of the award period.

3. **Program Goals:**

The applicant shall address and provide expected projections for each of the following minimum goals established for the HTTAP Program:

- a. To investigate, apprehend, and prosecute criminal organizations, networks, and groups of individuals engaged in the following activities:
 - Theft of computer components and other high technology products;
 - Violations of Penal Code §211, 350, 351a, 459, 496, 537e, 593d, and 593e;
 - Theft of telecommunications services and other violations of Penal Code §502.7, and 502.8;
 - Counterfeiting of negotiable instruments and other valuable items through the use of computer technology;
 - Creation and distribution of counterfeit software and other digital information, including the use of counterfeit trademarks to misrepresent the origin of that software or digital information;
- b. To apprehend and prosecute individuals and groups engaged in the unlawful access, destruction, or unauthorized entry into and use of private, corporate, or government computers and networks, including wireless and wire-line communication networks and law enforcement dispatch systems, and the theft, interception, manipulation, destruction, and unauthorized disclosure of data stored within those computers.
- c. To apprehend and prosecute individuals or groups engaged in the theft of trade secrets.
- d. To investigate and prosecute high technology crime cases requiring coordination between regional task forces and local, state, federal, and international law enforcement agencies.
- e. To conduct training of public and private individuals and groups external to the task force personnel toward the purpose of identifying potential high technology crime targets. Train other law enforcement personnel and private sector companies in the identification, investigation, and subsequent handling of suspected high technology crimes. Assistance will also be provided to high Technology companies in reviewing security processes that have been compromised and making recommendations for changes.
- f. Each regional task force shall receive advice, recommendations, and strategic input from the local steering committee established by the task force and composed of representatives of participating agencies, members of the local high technology industry, and other interested parties. The steering committee shall, at a minimum, meet quarterly to review task force activities, and provide advice and direction for task force consideration.
- g. All HTTAP funded projects will input intelligence information into the California State Intelligence Index (CSII) and utilize the California Department of Justice (DOJ) JRIES web portal and GROOVE software collaboration tool for information exchange. Information will be entered into the database on an ongoing basis.

4. **Source Documentation**

The applicant, when approved for funding, is required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as they pertain to the objectives outlined in the grant award agreement. Information includes, but is not limited to the following:

- a. The number of high technology crime cases filed. (Defined as the number of defendants charged with a high technology crime case).
- b. The number of high technology crime cases investigated. (Defined as the number of defendants investigated for committing high technology crimes).
- c. The number of victims involved in the cases filed. (Counting each victim once whether victimized once or multiple times by the suspect in the individual case).
- d. Number of arrests. (Defined as the number of suspects arrested).
- e. The number of convictions obtained. (Defined as a defendant(s) in one case convicted of one or more charges. If more than one defendant on one case, each defendant that is convicted will be reported).
- f. The total aggregate monetary loss suffered by the victims, (from the cases filed) including individuals, associations, institutions, corporations, and other relevant public entities, according to the number of cases filed, investigations, prosecutions, and convictions obtained as a result of the high technology crime cases filed and those under active investigation.
- g. The amount of funds received and expended; and
- h. The use to which those funds were put, including payment of salaries and expenses, purchase of equipment and supplies, and other expenditures by type.
- i. Grant-related case files and an automated record tracking system should be maintained at the location where the grant activities occur.
- j. Projects must have on file written job-specific descriptions for all positions funded by a grant (*2008 Recipient Handbook* §2120). These job descriptions must detail specific grant-related project positions and activities, e.g., project staff, investigator, prosecutor, forensic computer analyst, etc. Where applicable, job descriptions will also include a statement addressing what position will be responsible for tracking project activities and maintenance of source documentation that supports data reported on progress reports.

5. **Mandated Program Reports**

OES is obliged to ensure that funds received in support of this program are used effectively and efficiently. In order to receive funding under this state authorized program, State and local participants who received HTTAP funds must collect and maintain statistics to be used in the OES semi-annual progress report, the final progress report, and the Annual Report of the High Technology Crime Advisory Committee.

In addition to the above progress reports, all grant recipients are required to provide quarterly reports, via the OES High Technology Crime Program Specialist, to the High Technology Crime Advisory Committee for each fiscal year of funding.

- **High Technology Crime Advisory Committee (HTCAC) Quarterly Report Form:** Report to be completed and e-mailed to the High Technology Crime Grant Specialist as directed to ensure distribution to members of the HTCAC and HTTAP Program project directors 15 days prior to the next scheduled HTCAC meeting. Report will cover three months of operation:
 - 1) *July/August/September 2008 – Due October 31, 2008*
 - 2) *Oct/Nov/Dec 2008 – Due Jan 30, 2009*
 - 3) *Jan/Feb/March 2008 – Due April 30, 2009*
 - 4) *April/May/June 2008 – Due July 31, 2009*
- **HTCAC Annual Report Form:** Report to be completed and e-mailed to the High Technology Crime Grant Specialist as directed to ensure distribution to members of the HTCAC and HTTAP Program project directors 15 days prior to the next scheduled HTCAC meeting. Report will cover the twelve-months of operation for fiscal year 2008/09 funding:

G. PREPARING AN APPLICATION

[FORMS](#) includes a link to an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the nine required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance -
- Signature Authorization and Instructions;
- Project Narrative;
- Budget Narrative and the Project Budget (OES A303a-c);
- Project Service Information; and
- Application Appendix (refer to Part II, C.).

GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

HIGH TECHNOLOGY THEFT APPREHENSION AND PROSECUTION PROGRAM
CALIFORNIA HIGH TECHNOLOGY CRIMES TASK FORCE

REQUEST FOR APPLICATION

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

The problem statement was identified in the previous year funding application. The problem statement can be summarized in one to two sentences. If necessary, update the target area, populations and/or crime trend statistics.

2. Plan and Implementation

Plan: The plan was presented in the previous funding year. The applicant shall carryover the goals, objectives, and activities from last year's plan and through the objectives and activities as listed below.

Implementation: The applicant's ability to implement the plan was presented in the previous year of funding. No additional information is required with this application.

Objectives and Activities: Project Objectives and Activities

This section of the application describes the goals for each component of the HTTAP Program. Under each objective, describe the activities that will be implemented by the project and the predicted results that will be achieved during the 12-month grant award period. Projects funded under this program must implement objectives 1 through 7 at a minimum. Objectives and activities implemented for this grant award period must be comprehensive, measurable, and realistic.

Objective #1: To investigate, apprehend, and prosecute criminal organizations, networks, and groups of individuals engaged in the following activities: (The project should list the applicable high technology crimes as defined by California Penal Code § 13848 in which the task force focus is engaged.)

- Activities: (List activities in narrative or bullet format)
- Projected Goals: (List projected goal results in narrative or bullet format)

Objective #2: To apprehend and prosecute individuals and groups engaged in the unlawful access, destruction, or unauthorized entry into and use of private, corporate, or government computers and networks, including wireless and wire-line communication networks and law enforcement dispatch systems, and the theft, interception, manipulation, destruction, and unauthorized disclosure of data stored within those computers.

- Activities: (List activities in narrative or bullet format)
- Projected Goals: (List projected goal results in narrative or bullet format)

Objective #3: To apprehend and prosecute individuals as groups engaged in the theft of trade secrets.

- Activities: (List activities in narrative or bullet format)
- Projected Goals: (List projected goal results in narrative or bullet format)

Objective #4: To investigate and prosecute high technology crime cases requiring coordination between regional task forces and local, state, federal, and international law enforcement agencies.

- Activities: (List activities in narrative or bullet format)
- Projected Goals: (List projected goal results in narrative or bullet format)

Objective #5: To conduct training of public and private individuals and groups external to the task force personnel with the intent of identifying potential high technology crime threats, as well as train other law enforcement personnel in the identification and subsequent handling of suspected high technology crimes.

- Activities: (List activities in narrative or bullet format)
- Projected Goals: (List projected goal results in narrative or bullet format)

Objective #6: To establish a local steering committee comprised of representatives from participating agencies, local high technology industry, and other interested parties. The steering committee shall, at a minimum, meet quarterly to review task force activities, and provide advice, recommendations, strategic input and direction for task force consideration. Additionally, please include a current roster for FY 2008/09.

- Activities: (List activities in narrative or bullet format)
- Project Goals: (List projected goal results in narrative or bullet format)

Objective #7: To utilize and provide intelligence information for the state-wide High Technology Crime Intelligence Database to aid in developing and distributing high technology intelligence information to participating agencies. Information will be entered into the statewide database on an ongoing basis.

- Activities: (List activities in narrative or bullet format)
- Project Goals: (List projected goal results in narrative or bullet format)

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. Select "*Recipient Handbook, Appendices, and Forms*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

1. Budget Narrative

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

2. **Specific Budget Categories**

There is an Excel Workbook in *Recipient Handbook, Appendices and Forms* ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

a. Personal Services – Salaries/Employee Benefits (OES A303a):

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these call under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

OES recognizes that training for the HTTAP is limited and therefore, Out-of-State Travel (OTS) is an allowable expenditure and requires prior approval from OES. Please note that applicants may include a projected budget line item, which will be followed by an OES Form 700 once training and/or OST is identified.

All applicants must budget for a minimum of one OES-sponsored training session during the grant year. **A minimum of two project staff from each participating agency must attend each training conference.** One of the project staff must be the financial officer, or his/her designee, listed on the Grant Award Face Sheet.

c. Equipment (OES A303c):

The purchase of automobiles is an allowable expense under the High Technology Theft Apprehension and Prosecution Program (HTTAP).

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. **APPLICATION APPENDIX**

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- The Application Appendix must include a current organizational chart with all positions funded by the project, including supervisors as appropriate. It must show the relationships between the governing body, the organization, the project, project staff, project volunteers and lines of supervision. Job titles on the organizational chart must match those in the Budget.
- Operational Agreements: *OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period.* This document must demonstrate a formal system of networking and coordination with other agencies and the applicant. A sample OA is provided in “Forms” ([FORMS](#))
- Project Contact Information
- Project Summary
- Project Service Area
- Signature Authorization
- Noncompetitive Bid Request Checklist (if applicable)
- Out of State Travel Request, OES 700 (if applicable)
- Computer and Automated Systems Purchase Justification Guidelines (if applicable)